



TOLEDO CHRISTIAN SCHOOLS, INC.

TITLE: JOB DESCRIPTION
Housekeeping

CATEGORY: Staff/Part-time/Non-exempt
-Five Days per week Monday – Friday, starting the first day of school through the last day of school.
-Extra hours required on occasion with approval of supervisor.
-Summer work and hours available for those interested. Contact the Director of Facilities for further information.

PURPOSE: The Housekeeping staff at Toledo Christian Schools will keep the interior of the building clean; assist with setup and teardown associated with special events and ensure the facility is kept clean, safe and secure so that TCS can ultimately retain and attract great students by having a first-class well-maintained campus.

SUPERVISOR: Facility Maintenance Coordinator

FUNCTIONS AND RESPONSIBILITIES:

- Perform various cleaning tasks in assigned areas to maintain a clean and orderly appearance of the building; i.e. classrooms, restrooms, offices, hallways, etc.
- Tasks include dust mopping, damp mopping, dusting, vacuuming, trash removal and stocking of supplies.
- Equipment setup, teardown and cleanup associated with special events. This includes tables, chairs, sound systems, etc.
- Open building in morning and secure building in evening as assigned.
- Perform other duties as assigned.

QUALIFICATIONS:

- Give evidence of being born-again through the redemptive grace of Jesus Christ.
- Demonstrate a mature and godly Christian worldview and lifestyle.
- A strong commitment to the school's Statement of Faith and Mission.
- Attend church regularly.
- In good health and physically able to perform the job duties efficiently.
- Past work-experience in cleaning, preferably in a school setting.
- Demonstrate dependability and promptness.
- Present a neat and clean appearance.
- Maintain confidentiality.
- Demonstrate orderliness and organizational skills.
- Self-motivated with the ability to work independently and in a team setting.
- Excellent time management and organizational skills to ensure deadlines are met.